



Felsted

Appointment of  
**Admissions Administrator**

---

Role Information Pack



Independent, Co-educational, Boarding & Day, Ages 4-18

[www.felsted.org](http://www.felsted.org) | 01371 822600









Felsted

## Admissions Administrator

Starting Salary £2,291.33 per annum

Permanent | Part-time | Term-time (34 weeks per year)

An opportunity has arisen for an Admissions Administrator to join our Admissions team at this 'Excellent' ISI rated Day and Boarding Independent School in North Essex.

This position will be working closely with the other Administrators and Registrars to ensure the day-to-day administration of data management and clerical support runs efficiently and effectively.

The successful candidate must have excellent written and oral abilities that can be accurate whilst working to specific deadlines. It is essential you can act confidentially; remain calm and professional during busy periods while having the ability to communicate effectively with a wide range of people in a warm, friendly and positive 'can-do' attitude. While previous experience of working in an admissions office is desirable, it is essential that the postholder has excellent administrative and communication capacities.

This is a permanent position working six hours per week during term-time only. The hours of work are 9:00am to 3:30pm. The starting salary for this role is £2,291.33 per annum.

Benefits include free life assurance and parking, contributory pension scheme, lunch on full days worked, unlimited use of the Felsted Gym and pool facilities, on-site 'Aroma' by Caffé Nero Coffee Shop and membership to Felsted Connect; an online multi-platform engagement tool where employees have access to hundreds of exclusive discounts and offers from online and high-street retailers.

Benefits include free life assurance and parking, contributory pension scheme, lunch on full days worked, unlimited use of the Felsted Gym and pool facilities, on-site 'Aroma' by Caffé Nero Coffee Shop and membership to Felsted Connect; an online multi-platform engagement tool where employees have access to hundreds of exclusive discounts and offers from online and high-street retailers.

We are rated 'Excellent in every aspect' by the Independent Schools Inspectorate.

Closing date for receipt of applications is Tuesday 05 December 2017 at 12:00 noon.

Interviews will be held week commencing 11 December 2017.

**Felsted School is committed to equal opportunities, the safeguarding and promoting the welfare of children and young people. Therefore, all employees are required to undertake a Disclosure and Barring Service check.**

# Job Description

TITLE: Administration Assistant

ACCOUNTABLE TO: Head of Admissions

ACCOUNTABLE FOR: None

## CORE PURPOSE

The Administration Assistant is an essential member of the External Relations Team. The role ensures that the work of the office runs efficiently and effectively, primarily but not exclusively by supporting and facilitating the key processes required to support our overall admissions strategy. The workload is varied and demanding, particularly at key recruitment periods and contributes to the achievement of our overall targets.

## PRINCIPAL ACCOUNTABILITIES:

- To manage incoming phone calls
- Data input
- Exam preparation for all entry points, to include making folders, badges, copying papers
- Assist with preparation for external Taster Days across the school
- Departmental filing
- Liaison with feeder schools regarding reports and child protection records
- Order stationery as and when required
- Any other reasonable ad-hoc duties as request.

## EXPERIENCE AND SKILLS

### ESSENTIAL:

1. An exceptional telephone manner and communication skills
2. Ability to work as part of a team or on own initiative
3. Ability to remain calm under pressure and find solutions to problems
4. Good attention to detail and proof reading skills
5. Good ICT skills - computer literate, ability to type accurately and thorough knowledge of Microsoft Office
6. Excellent administrative skills
7. Smart appearance/professional predisposition
8. Good sense of humour.

### DESIRABLE:

9. Previous experience of working in an Admissions Office
10. Previous experience of working within an educational environment
11. Knowledge of Google Drive advantageous, but not essential

## REWARD AND RECOGNITION

- Employer and employee contributory Pension scheme
- Free life assurance scheme
- Free lunch on full days worked
- Free membership of the Felsted Gym and pool facilities
- Free parking
- Membership availability to the Schools' Healthcare Scheme via BUPA
- Free membership to FelstedConnect.org
- Subsidised on-site 'Aroma' by Caffé Nero Coffee Shop.

## TERMS OF EMPLOYMENT

- Term-time only (34 weeks per year)
- Thursdays from 9:00am to 3:30pm (half hour unpaid lunch break)
- Six hours per week on a Thursday
- Location of work will be Felsted School, Felsted, Essex, CM6 3LL





# Our History

We are a leading independent co-educational day and boarding school, situated in the picturesque village of Felsted in North Essex. Originally founded by Richard Lord Riche as a Church of England Grammar School, we are proud of a heritage that dates back to 1564.

Felsted School offers an outstanding academic education, combined with excellent pastoral care and co-curricular activities. Felsted is truly international. We offer the International Baccalaureate in addition to A Levels, and as a global member of Round Square, pupils enjoy superb exchange programmes. The School cultivates an environment of self-confidence and intellectual curiosity where pupils benefit from a well-rounded education.

In 2014, we celebrated our 450th anniversary, one of only a handful of schools in the country that have claimed this milestone. The event was marked by a historic service at St Paul's Cathedral and a royal visit by Her Majesty the Queen and His Royal Highness the Duke of Edinburgh.



# Felsted Senior School

The Senior School educates some more than 540 students aged between 13-18, of which over 80% of students take advantage of the School's boarding provision. Boarders at Felsted lead full lives. There is time to ensure academic work is completed to a high standard, to be involved in a breadth of co-curricular activities and to build lifelong friendships. Personal qualities such as confidence, independence, organisation and leadership will be developed in a caring and happy community.

In addition to our two Day Houses there are eight boarding houses in total at Felsted: six for Boarders in Years 9 to Lower Sixth and two for Upper Sixth Boarders. Each house offers unique environments for study and personal development, supported by a Housemaster or Housemistress (HM), Assistant Housemaster or Housemistress (AHM), a Resident Tutor (RT), a Matron and a Tutor team.

## Academic

We enter our students for GCSE, A Level and the International Baccalaureate courses. In our latest results (August 2017), our students achieved:

- We had 22 students took the **International Baccalaureate** Diploma with 100% pass rate
- At **A Level**, the pass rate was higher than 99% with more than 87% of all grades being C or better.
- At **GCSE**, results were also impressive with 40% of grades at A\* to A, 93% at A\* to C and 96% achieved five A\* to C grades.

The following departments gained over 85% A\* to B grades: English Language, English Literature, Greek, Latin, Maths, Religious Studies and Theatre Studies. When compared academically against other schools, both independent and state, Felsted scores extremely well. The School leads regional league tables in terms of the value it delivers to a broad range of academic ability. Since 2012 we have been placed within the top 10% of all schools nationally, both in Independent and comprehensive.







### **International**

We welcome students of all nationalities and routinely celebrate cultural diversity. Integrating international and UK students is an extremely important component of the Felsted ethos of valuing and respecting difference.

Through partnerships with organisations such as Round Square and Magic Bus, in addition to a fully integrated International Baccalaureate Diploma programme, Felsted is a globally-minded school that aims to prepare all of its students for international co-operation, communication and understanding, both now and in their future careers.







### **Sport**

Felsted has an enviable reputation both locally and nationally for the high quality of its sporting teams and the dedication and expertise of the school's coaching staff. There is a strong tradition of sporting excellence at Felsted, however all abilities are catered for and every student is encouraged to enjoy a recreational interest in individual or team games, whilst developing a healthy attitude to fitness, exercise and wellbeing.

All students have the opportunity to represent the school in sporting fixtures during their school career, with travel to an away fixture once a fortnight the norm for the vast majority of students. Additionally, students who take their sporting expertise to a higher level will receive the opportunity to join one of the many Sports Trips and Tours.

### **Music**

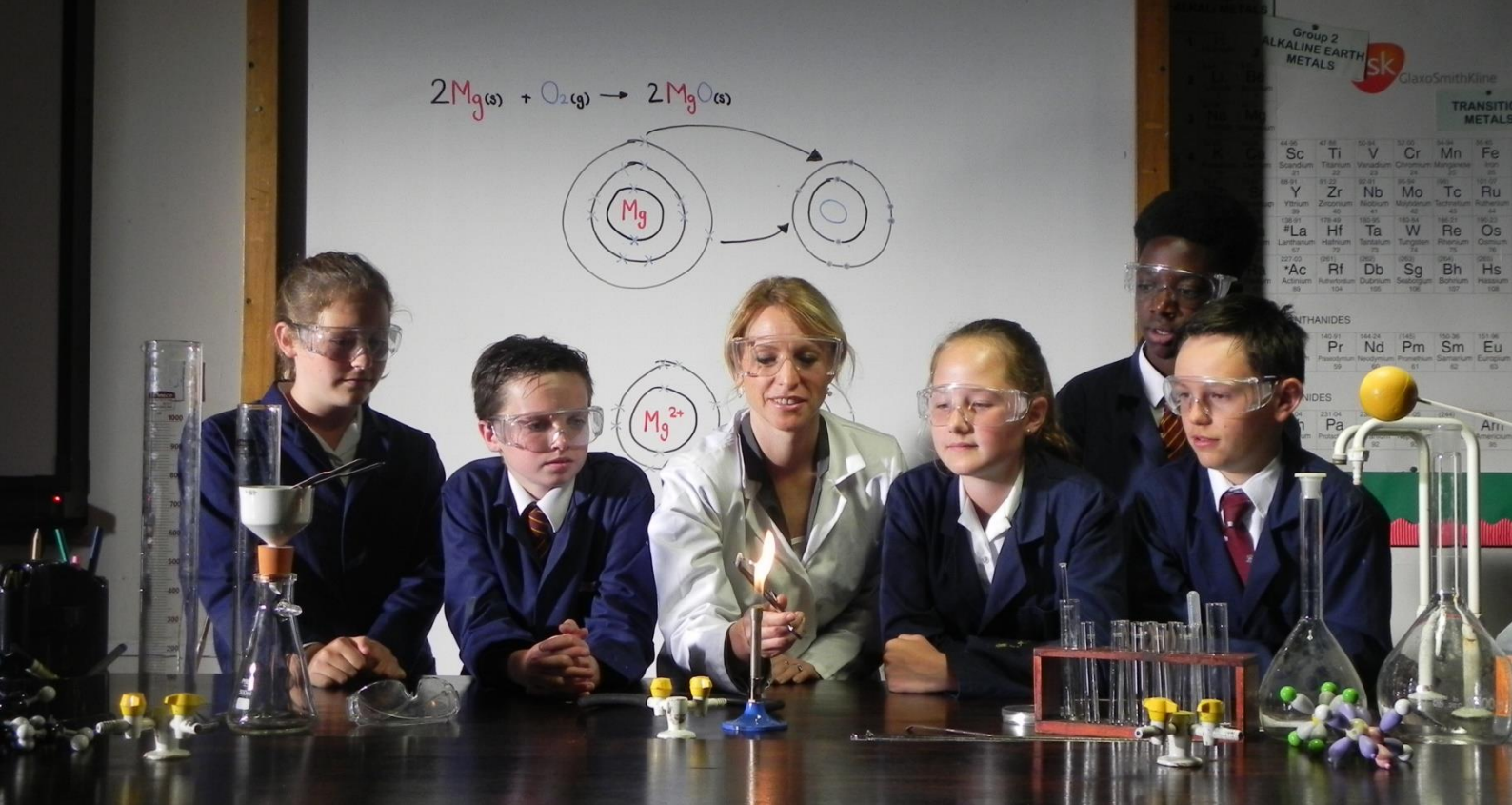
Music is part of the fabric that makes up Felsted life and has been for many years. The School has forged a strong partnership with The Junior Guildhall in London. The School provides broad opportunities for musicians of all types - our main aim is that everyone who wants to be involved musically can be accommodated. All students are involved in some way, whether it is singing in Chapel, participating in the Inter- House Singing Competition or through individual musical interest.

Felsted musicians are supported by five full-time members of staff and over 25 visiting instrumental and vocal teachers. Tuition is available in a wide range of instruments ranging from the violin, Harp, Saxophone and Drums through to the Cello, Oboe, Organ and Electric Guitar!

Singing plays a hugely important role both in Chapel and in more informal settings. Elsewhere, the School boasts a number of Orchestras, String Ensembles and Wind and Brass Groups.

### **Drama & The Arts**

Felsted has a reputation for drama productions of the very highest quality. Drama overall makes a significant contribution to the co-curricular life of the School. Our Hunt Theatre is equipped technically to the standard of any small professional theatre: the extensive facilities include flexible seating, fully computerised lighting and sound controls, an impressive range of lanterns and sound equipment, dressing rooms, a front-of-house box office and a licensed bar. Larger scale productions tend to be put on in the School's majestic Grignon Hall, which can seat an audience of 400.



## Application Process to Apply for this Role

To apply for this position, you will need to complete a formal application using our online process. We are unable to accept curriculum vitae (CV's) in substitution for an application form. Our online application form can be found at [www.felsted.org/jobopportunitieshome](http://www.felsted.org/jobopportunitieshome).

By submitting an application form you are required to demonstrate how your skills, knowledge and experience relate to the role you are applying for. Your suitability for the post will be assessed by examining the information you provide us on your application form against the requirements within the job description (within the role information pack), so it is important you provide as much relevant information as possible.

Our application form will ask you to declare any criminal convictions as all positions at Felsted involve a degree of responsibility for the safeguarding and welfare of children. All posts are exempt from the Rehabilitation of Offenders Act 1974 and therefore **all convictions, cautions and bind-overs**, including those regarded as 'spent' **must be declared**. Our Policy on the Recruitment

of Ex-offenders can be found on our website [www.felsted.org/jobopportunitieshome](http://www.felsted.org/jobopportunitieshome).

Once the closing date for receipt of applications has passed, your application will be shortlisted. If you are successful you will be sent an interview invitation by email. If you have not been selected, you will be also be notified by email. The interview will be held with at least two recruiting managers and you will need to bring with you to the interview:

- a. Identification to prove your Right to Work in the UK
- b. A completed DBS application form along with three pieces of ID
- c. Evidence of any qualifications you hold that are necessary for the post you are applying for.
- d. If appropriate, documentation evidencing changes in your name.

All necessary forms will be attached to your interview invite email. Please note that originals of the above are necessary. We are unable to accept certified copies or photocopies.



# Terms of Appointment

If you are appointed to the role, a formal offer letter of employment will be posted to you. The following notes provide guidance, without prejudice, on the likely main provisions of the agreement. However, benefits are subject to amendment from time-to-time.

## Appointment Date

The appointment will commence as soon as possible.

## Salary

The starting salary is £2,291.33 per annum.

## Pension Scheme

Felsted will comply with its legal obligations in relation to the provision of access to a pension scheme. The employer and employee contribution Pension Scheme for this role is The People's Pension.

## Healthcare Scheme

Following a successful probationary review period, the appointee is eligible to join the group policy employee funded Healthcare Scheme, currently with BUPA.

## Felsted Connect

The appointee is provided with membership to Felsted Connect: an online multi-platform engagement tool where employees have access to hundreds of exclusive discounts and offers from online and high-street retailers.

## Employee Reward Package

A full list of employee benefits can be found on our job opportunities website pages under 'Employee Reward Package'.

## Terms of Employment

This is a permanent position working six hours per week during term-time only. The hours of work are 9:00am to 3:30pm.

## Criminal Background Checks

We require all successful applicants to allow Felsted to process and obtain (at our expense) an Enhanced level criminal background check (including a Barred List check) through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous

employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence. As a School where regulated activity occurs, under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 2016, **applicants are obliged to disclose spent convictions in addition to any unspent convictions.**

The Disclosure and Barring Service's Code of Practice is intended to ensure that information released in Standard and Enhanced Disclosures is used fairly – and to provide assurance to applicants that this is the case. The Code also seeks to ensure that sensitive personal information is handled and stored appropriately and kept for only as long as is necessary. Further information about the Disclosure and Barring Service may be obtained from: <https://www.gov.uk/government/organisations/disclosure-and-barring-service> and a copy of the Code of Practice is available at: <https://www.gov.uk/government/publications/dbs-code-of-practice>.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or Department for Education.

## Other Employment Checks

Offer of employment is also conditional upon satisfactory receipt of the following employment checks:

- a. Proof of your Right to Work in the UK
- b. Two professional references
- c. Barred List Check
- d. Medical Questionnaire
- e. Overseas Police Check (if you have resided outside the UK within the last ten years)
- f. Evidence of qualifications held (if appropriate)
- g. NCTL & EEA Prohibition Check (if applicable)
- h. Prohibition from Management (if applicable)
- i. Disqualification by Association (if applicable)

We look forward to receiving your application form.